

Position Title: International Human Resources Manager

Location/Department: San Francisco / Human Resources

Reports To: Director, Human Resources

Date: 8/18/10

Band: E2

Job Posting #: 10-132

POSITION SUMMARY:

The International Human Resource Manager will be responsible for identifying, developing and implementing a wide range of human resource initiatives that support CWUS International business objectives. Areas of focus will include talent sourcing, compensation administration, performance management, benefit communication, succession planning, policy, and successful execution of employee and leadership development initiatives in a variety of country locations.

In addition to the International component, provide Management support to the Constellation Wines US Human Resources team.

RESPONSIBILITIES:

- Develop business partner relationships with executive and leadership teams in support of their international business imperatives.
- Partner with Constellation Brands and CWUS HR and business partners regarding application of expatriate programs, including: salary, employment conditions, host country taxation implication and labor laws, obtaining career management support, and ensuring compliance with CWUS guidelines and local employment regulations.
- Coordinate communication and the implementation of employment practices and procedures in various country locations

Compensation & Benefits

- Provide support in the implementation and ongoing administration and maintenance of CWUS' international market-based compensation programs. This includes salary structures, annual merit process, promotions, and job evaluations. The position utilizes studies, surveys, impact analyses, modeling, costing, presentations, ad hoc data reporting, HRIS reviews and clean-up or other specialized data as needed.
- Work with the Constellation Brands Compensation and Benefits team to ensure that all total compensation programs and practices are in compliance with all regulatory requirements and agencies in the US and internationally, implementing actions where appropriate.
- Evaluate any new or revised jobs and determine appropriate job grades and salary ranges. Jobs analysis may include utilizing questionnaires and interviews to collect job-related information, scope and specifications. The position evaluates jobs for internal equity,

- external competitiveness, and communicates evaluation results to appropriate management.
- Coordinate the set-up of medical insurance with Corporate Benefits department and medical insurance providers. Negotiate with insurance brokers to deliver competitive and cost effective benefit plans.
 - Provide analysis, research and recommendations on Human Resource trends, options, compensation packages, and new company sponsored programs.

Other Responsibilities

- Review employee status changes, performance evaluations, and oversee all employee disciplinary actions.
- Maintenance associated personnel records. Recommend, develop, and maintain forms and procedures for controlling personnel transactions and reporting personnel data.
- Coordinate, with the manager and/or department head, the development and updating of individual job descriptions. Maintain master file of current job descriptions.
- Coordinate recruitment activities with the hiring manager including developing internal job posting, arranging outside advertising, and maintaining the resume bank. May execute various manager responsibilities in the hiring process, and/or direct the hiring process through an outside recruitment agency.
- Arrange new hire orientation with the hiring manager and verify completeness of required documentation.
- Perform new hire and annual open enrolment benefit orientations with new or existing employees.
- Coordinate employee terminations including retrieval of company property, closing of benefit programs, final compensation and retention of employment records. Conduct exit interview if deemed appropriate.
- Provide recommendations for general training to management. Schedule and implement training in coordination with Department Heads. Coordinate and participate in specialized individual manager training with outside consultants, as required.
- Assists in the development and management of the Human Resources Budget.

International Relocation

Partner with international relocation provider to ensure compliance with Constellation Brands policy.

Serve as gatekeeper of US relocation policy with foreign affiliates.

QUALIFICATIONS:

- BS/BA degree required with a preferred focus in human resources, business or related field
- Minimum 4-5 years HR Manager/Generalist with international experience (benefits, payroll, compensation, employee relations or performance management) required
- Direct related experience in expatriate and foreign national administration, with significant hands-on experience with visa and work permit administration; expatriate, foreign temporary assignment, and foreign national compensation, benefits, and labor laws; as well as experience with administering international relocation and international pre-assignment orientation and repatriation
- Advanced knowledge of employment laws and regulations outside the US
- Strong qualitative and analytical skills required, including data manipulation, querying, and reporting

- Must be well versed in areas of employee compensation practices, including job analysis, documentation, evaluation, equity, market pricing, costing, salary structure design, merit programs, and other reward programs
- English fluency required; additional language skills helpful
- Comfortable in an international business environment and be willing to travel

PHYSICAL REQUIREMENTS / OTHER

Must be able to stand, walk, sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear.

Must have close vision, distant vision, ability to adjust focus, peripheral and color vision.

Must be able to work in an office environment primarily with the ability to travel long distances.

APPLICANT PROCEDURE:

All applicants must submit a cover letter with their resume to the following contact either electronically, by mail or facsimile:

**Human Resources
staffing@cwine.com
Refer in subject line: International HR Mgr**

Constellation Wines U.S. is a division of Constellation Brands Inc., the world's leading wine company.

Constellation Wines U.S.'s powerful portfolio of premium wines and spirits includes such iconic brands as Robert Mondavi, Clos du Bois, SVEDKA, Blackstone, Arbor Mist, Estancia, Ravenswood, Kim Crawford and Black Velvet Canadian Whisky. To learn more about Constellation Wines U.S. and its portfolio, visit www.cwine.com.